## **Absence Reporting**

Litchfield School District uses SafeArrival to let parents/guardians report their child's absence to the school. There are three convenient methods to report absences:

## SchoolMessenger app (free)

- 1. If you have not done so already, provide your email address to the school.
- **2.** Get the app from the Apple App Store or the Google Play Store (or from the links at <a href="https://go.schoolmessenger.com">https://go.schoolmessenger.com</a>).
- 3. Tap Sign Up to create your account using the email address on record with the school.
- **4.** Select Attendance from the menu, and then select Report an Absence.

## Web and Mobile Web: go.schoolmessenger.com

- **1.** If you have not done so already, provide your email address to the school.
- 2. Go to the website (go.schoolmessenger.com).
- 3. Click Sign Up to create your account using the email address on record with the school.
- **4.** Select Attendance from the menu, then select Report an Absence

## **Interactive Toll-free Phone**

- **1.** Call toll-free: 1-833-516-0370.
- **2.** Follow the instructions to report an absence. (You must have your phone number on record with the school.)